

10 June 1975

MEMORANDUM FOR: Chief, Policy and Plans Group  
SUBJECT : A&TD Monthly Report Submission -  
May 1975

PERSONNEL BRANCH

1. The first five sections of the 10-section Security supplement to the [REDACTED] are now with the Printing Services Division/OL for the final printing, and will be distributed as soon as the copies are delivered. We are moving forward with the completion of the supplement and hope to have a draft prepared for Career Board consideration in the near future.

2. The Professional Selection Panel has now reviewed a total of 258 applicant and internal personnel files for the September 1975 Agents Course. Based on interviews, testing and qualifications, the Career Board and the Director of Security have approved five of these as members of the class. The Panel will continue its activities until the total 15 candidates are identified and approved to EOD.

3. Vacancy notices were prepared and published on five professional and seven clerical positions during the month. We received 25 professional and 21 clerical responses to these notices.

4. Fourteen of our requested 22 Summer-Only employees have reported for duty and have been assigned to their respective offices. The final eight employees are scheduled to report prior to 15 June 1975.

BUDGET & FISCAL BRANCH

1. Changes were made in the FY 1977 Program Plan amounts to conform with the DD/A mark. Essentially, these changes consisted of an upward adjustment of six ceiling positions and increased funds to cover salaries of these positions which are being provided for FOIA purposes. The Program Estimates were then resubmitted to DD/A Plans Staff.

- 2 -

TRAINING BRANCH

1. The proposal by Training Branch to provide individuals with access to Agency buildings (GSA employees, FPO, WAE personnel, GSI employees, etc.) with briefings on general security matters was approved by the DD/A. This proposal evolved from a survey conducted by Training Branch which indicated that numbers of these individuals receive no general security indoctrination. Plans are presently being implemented to accomplish these briefings for personnel already on board and for newly assigned employees.

2. Transfer of responsibility for the Risk of Capture Course from OTR to the Office of Security has been approved by the Director of Security, and plans are under way to effect the transfer. Training Branch will incorporate this course into a package of overseas briefings.

GENERAL

1. Approval was obtained to pay full overtime up to the GS-14 level to employees working on FOIA matters.

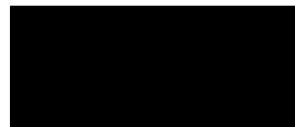
2. Arrangements were made to offer independent contractor status to re-employed annuitants available to work on FOIA requests.

3. Authority was received to offer Discontinued Service Retirement options to Office of Security employees through 31 July 1975

4. In response to his verbal request, a memorandum was prepared to the Director of Logistics listing the priorities and consequences of the possible loss by OS of up to 20,000 sq. ft. of space in the Headquarters building.

5. Notification was received that GSA would refund \$232,000 because of a retroactive adjustment in the rate charged for GSA Guards.

25X1A



Chief, Administration and  
Training Division